

# EAP and Work-Life Services

Your company understands that job satisfaction and higher productivity are best achieved when employees' personal needs are being met, and when their work and personal lives are in balance. That's why your company offers you EAP and Work-Life Services – to help you meet your unique personal needs and life events.



## What is an EAP?

An Employee Assistance Program (EAP) offers short-term counseling to help you and members of your household manage everyday life issues. Consultants are available to assist you with:

- Everyday needs and life events
- Weight control
- Emotional issues
- Relationship concerns
- Family relationships
- Coping with a serious illness
- Sleeping difficulties
- Loss of a loved one
- Eating disorders
- Workplace concerns
- Smoking cessation

## What is Work-Life?

Work-Life offers extensive assistance, information, and support to help you achieve a better balance between work, life, and family to help make your life easier. You can access information and self-search locators to find resources and providers that can help you with:

- Convenience services
- Housing options
- Child care
- Financing college
- Home ownership
- Caregiving from a distance
- Moving and relocation
- Finding colleges and universities
- Services and education for children with special needs
- Adoption, pregnancy and infertility
- Adjusting to retirement
- Locating services and care for older adults
- Pet care
- Finding schools
- Tutors and test prep
- Child development
- Recreational activities
- Consumer education

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## What is the Legal and Financial Program?

As part of the EAP, you also have access to a free 30-minute consultation with a local attorney or financial counselor on issues such as real estate, retirement planning, divorce and separation, budgeting/debt reconstruction, and trusts and estates. Further legal and tax preparation services are discounted 25 percent.

You can also take advantage of Identity Theft Services including a 60-minute consultation and a free kit to help you restore your identity if you are a victim of identity theft.

## What if I'm just looking for information?

You can access many useful articles, tip sheets, and checklists by calling or signing in to the EAP and Work-Life website. Many helpful topics are available, including relationships, communication, life in the workplace, and emotional well-being.

## What else does the website offer?

It includes dozens of locators that allow you to search for health and wellness information, child care providers, adoption services, schools and colleges, daily living needs, older adult care, and much more. The site also offers calculators that can help you with everything from mortgage payment calculations to how much to save for your children's college education.

## Who can use EAP and Work-Life?

All employees as well as household family members.

## Are these services confidential?

Yes. EAP and Work-Life are confidential according to law.

## Who pays for these services?

Your company pays all costs when you and members of your household use the program. If additional assistance or services are needed, you will receive referrals that consider your preferences, medical plan, and financial circumstances. Please refer to your insurance plan booklet or your Human Resources department for specific information about your medical plan.

## How do I access these services?

EAP and Work-Life are convenient, confidential and provided at no cost to you and members of your household. We're here 24 hours, seven days a week, so call anytime.



### Life made easier.

For free and confidential assistance,

Call: (TTY: 711)

or log on to

Username:

Password:

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These non-insurance services are provided by Humana EAP and Work-Life Services.

Personal information about participants and members of their households remains confidential according to all applicable state and federal laws, unless disclosure is allowed by such laws.

Free legal/financial consultations are limited to 30 minutes per issue. A 25 percent discount on further legal and tax preparation services provided by attorneys, mediators, and financial counselors is available. Certain legal and financial topics and issues are excluded from this service.

Humana Inc. and its subsidiaries do not discriminate on the basis of race, color, national origin, age, disability or sex.

**English:** ATTENTION: If you do not speak English, language assistance services, free of charge, are available to you. Call 1-866-440-6556 (TTY: 711).

**Español (Spanish):** ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-866-440-6556 (TTY: 711).

**繁體中文 (Chinese):** 注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-866-440-6556 (TTY: 711)。